

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 29 Mar 1960

FROM : Chief, Administrative Staff

SUBJECT: Report of Headquarters Courier Systems

REF: Memo from C/Physical Security Division/OS to Acting Director of Security, dated 8 Feb. '60, same subject

On 28 March 1960 members of this Staff conferred with personnel from the Office of Security regarding referenced memorandum, and the following are the results of this conference:

- a. No formal reply will be required to the memorandum until the Management Staff completes a study of the Agency's Courier Systems. This study was directed by the DD/S.
- b. The Office of Security will not initiate new courier procedures without prior consultation with the Office of Logistics.
- c. The Mail and Courier Branch will initiate the following recommendations contained in the referenced memorandum:
 - (1) All couriers maintain individual trip logs which would reflect times of arrivals, departures, facilities visited, and mileage information.

d. Part of the recommendation in page 4 of referenced memorandum requiring other Agencies to verify the identity of CIA couriers has already been initiated in that memoranda have been sent to those Agencies requesting that they take such action. CIA couriers will show their credentials when picking up material but will not report individuals in other Agencies who do not ask for credentials. In approximately eight months the Office of Security will resurvey this particular procedure to determine whether it is working and if it is practical.

e. The second recommendation in page 4, which requires identification from personnel in other Agencies before CIA couriers will deliver material, has been held in abeyance.

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We agreed that from the security aspect, it is desirable that such a procedure be initiated but that there appears to be no practical and efficient way for it to be followed. The Office of Security understands our viewpoint and stated that further study on this particular recommendation will be required before it can be put into effect. The Office of Logistics will be included in future discussions on this subject.



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OL/AS: mel (29 Mar 60)

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